

Examiner: Wallerson M Serial #: 09/611, 365

Date Reviewed: 6/24/05

### RED FOLDER CHECKLIST (COUNT)

LIE's are responsible for reviewing cases "BEFORE" counting them:

☒ Verify that the Office action is complete with all pages present

- \_\_\_ PTO Form \_\_\_\_\_ is missing
- \_\_\_ Document # \_\_\_\_\_ missing from folder but is listed on PTO-892
- \_\_\_ Document # \_\_\_\_\_ present but not listed on PTO-892
- \_\_\_ Document# \_\_\_\_\_ on the 892 forms doesn't match \_\_\_\_\_
- \_\_\_ Serial number on PTO-892 does not match application number
- \_\_\_ PTO-1449 not signed and dated
- \_\_\_ Class/Sub Class boxes on 1449 not complete or lined through

☒ Verify that a Primary Examiner or SPE signs the Office action

- \_\_\_ Detailed action not signed by primary or SPE
- \_\_\_ PTO form \_\_\_\_\_ is not signed

☒ Verify that all previously filed papers have been entered

- \_\_\_ Amdt dated \_\_\_\_\_ has not been entered in palm.
- \_\_\_ Terminal Disclaimer has not been approved by paralegal

\_\_\_ Other: \_\_\_\_\_

Examiner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please return to: \_\_\_\_\_ on \_\_\_\_\_ by 12 noon  
in order to receive the count for this application\*\***